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**New Anglia Audit and Risk Committee Minutes (Unconfirmed)**

**1st July 2019**

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| **Present:** |  |
| Nick Banks (NB) | Independent Chair |
| Andrew Proctor (AP) | Norfolk County Council |
| Nikos Savvas (NS) | West Suffolk College |
| Holly Field (HF) | Suffolk County Council (Deputising for Accountable Body S151 Officer) |
| **In Attendance:** |  |
| Rosanne Wijnberg (RW) | New Anglia LEP |
| Keith Spanton (KS) | New Anglia LEP |
| Helen Wilton (HW) | New Anglia LEP |
| Melanie Richardson (MR) | New Anglia LEP |
| Corrienne Peasgood (PG) | Norwich City College |
| Doug Field (DF) | East of England Co-op |
| Aaron Widdows | Price Bailey |
| Stephan Schmitt | Price Bailey |

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| **Actions from the Meeting** | |
| Banking dual controls to be investigated along with segregation of duties at higher payment levels – RW and KS  Changes to the Accounts to be made as per those noted below – Price Bailey | |
| **1** | **Welcome and Introductions** |
| Nick Banks (NB) welcomed everyone to the meeting and proposed that, as Andrew Proctor (AP) had to leave at 8.30am, Item 4, the Draft Annual Financial Statements, be addressed first. This was agreed by the meeting.  NB welcomed Doug Field, Chair of the LEP and Corrienne Peasgood from Norwich City College, who will be joining the LEP Board and the Audit and Risk Committee in the near future. He also welcomed Aaron Widdows & Stephan Schmitt from Price Bailey to the meeting | |
| **2** | **Apologies** |
| AP noted that he had to leave at 8.30am. | |
| **3** | **Declarations of Interest** |
| Full declarations of interest can be found at <https://newanglia.co.uk/our-board/>  AP advised that he is a Director of New Anglia Capital. | |
| **4** | **Minutes from last meeting** |
| The minutes were reviewed and agreed.  All actions had been completed.  Rosanne Wijnberg (RW) advised that Melanie Richardson (MR) will be taking over responsibility of the risk register going forward. | |
| **5** | **Review Draft Annual Financial Statements – Confidential** |
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| **6** | **Review of Corporate Risk Register** |
| The Panel noted that no significant changes had been made to the Risk Register since the last meeting. | |
| **7** | **Local Assurance Framework** |
| RW reviewed the paper detailing the LEP’s current compliance with governance requirements covering the Local Assurance Framework, the Scheme of Delegation, the Accountable Body Agreement and the LAF Checklist.  RW proposed monitoring compliance on a quarterly basis and reporting back to the A&R Committee on a half yearly basis and will email any specific concerns arising in between meetings.  Minutes of other sub committees - RW noted that public minutes are available on the web site and proposed identifying a technical solution for sharing confidential minutes ie Sharepoint.  The meeting was advised that the LEP has introduced an ongoing review on effectiveness of its programmes and the resulting actions will be implemented.  NB asked how monitoring was carried out on investments and loans.  RW advised that decisions were recorded in the log, a reporting cycle had been agreed and the Chief Executive’s report was used for exception reporting. | |
| **8** | **Date and Time of Next Meeting** |
| NB requested confirmation of the composition of the A&R Committee in the future.  DF advised that the LEP Board was currently awaiting detail of the nominee from Norfolk County Council and, upon receipt, would review membership across all sub-boards. | |
| **9** | **Any Other Business**  DF thanked the Committee for allowing him to attend. |